

City of Rockville
Boards and Commissions
Application of Expression of Interest

Routed To:
☒ Council
☐ City Clerk
☐ City Manager

☐ City Attorney
☐ Council Support Specialist
☒ Other Theo Anderso
Janet Kelly

Date: 12-13-07Board/Commission Interested In: Human Rights CommissionName: Jeffrey BillingtonAddress: Rockville Apt.#Zip 20851

Home Phone: () Work Phone: ()

E-Mail: jeff.billington@gmail.com Fax:

Note: Work phone numbers are for staff use only.

Summary of Work Experience: Deputy Dir. of Communications for the National Legal Aid & Defender Association (Nov. 2005 - Present)
Managing Editor/Advertising Manager for the American Correctional Association

Experience: I am responsible for all press releases, reporter inquiries, publications, letters to editors & op-eds of my current organization, which is a national advocate of public defense and civil legal aid to the poor regardless of race or any additional factors.

Education/Training: BA in Mass Communication from Missouri Southern State University

Volunteer Activities: Equality Maryland, ~~Equality Maryland~~

Professional Affiliations/Memberships: Human Rights Campaign, Equality Maryland, ACLU

Please describe your interest in serving on this Board/Commission I believe preserving the human rights and dignity of all people is a paramount responsibility for creating harmonious communities and believe I have the background, skills and perspective to help Rockville achieve

Please indicate here ☒ yes or ☐ no whether or not the City may give elected officials this information who serve Rockville (other than the Mayor and Council) your name and address.

This information would not be used for any fund-raising, "issues" mailings or campaign mailings. No phone numbers will be given.

Please Return Form and Resume, if available, to: Mayor and Council
c/o City Clerk's Office
111 Maryland Avenue
Rockville, MD 20850
240-314-8280

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CITY CLERK'S OFFICE
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2007

Jeffrey D. Billington

Rockville, MD 20851

Education —

Missouri Southern State University — Joplin, Missouri. Graduated in May 1999 with a Bachelor of Arts degree in Mass Communications, also completed extensive course work in the field of sociology.

Skills —

Media Relations — Serving as the media contact for a national organization; pitching story ideas to reporters and editors via phone and e-mail; writing and sending press release/advisories to media; writing letters to the editor and op-eds for the organization, including placements in the New York Times, New Orleans Times-Picayune and Washington Post; arranging for interviews between experts and the press, both print and broadcast; prepping experts prior to media interviews

Management — supervised a staff that was responsible for producing conference program books, promotional brochures, information pamphlets and departmental reports.

Publications — writing news copy, press releases and feature stories; writing speeches; editing news and speech copy and magazine, brochure and newspaper layout design;

Web site design; proficient in AP style

Advertising — supervised all incoming advertising for various publications at a national non-profit, interacted directly with advertisers regarding contracts, materials and payments.

Computer skills — proficient at both Mac and IBM operating systems, Microsoft Word, Microsoft Excel, Claris Works, QuarkXPress, Word Perfect, Adobe Photoshop, Adobe Pagemaker/InDesign, Microsoft Frontpage, Adobe Illustrator

Activities —

The Chart, the student produced newspaper of Missouri Southern State College

- Positions held — Editor-in-chief 1999-2000 academic year, executive editor spring 1999 semester, associate editor fall 1998 semester, assistant editor spring 1998 semester and staff writer fall 1997 semester.

- Reporting — Writing news and feature stories, conducting news interviews and assuring issues of student importance are addressed by the publication in a timely manner.

- Editorial duties — Designing broadsheet and tabloid pages, generating six to seven story ideas per edition, instructing others on use of QuarkXPress, giving assignments to the director of photography, recruiting staff writers and supervising staff writers.

- Foreign correspondence — In conjunction with the college's international mission, traveled to Australia, Costa Rica, France, Honduras, Nicaragua and Panama. Produced stories on the cultures, political backgrounds and current situations of those countries.

The Bolivar Herald-Free Press, internship duties included writing features, collecting local information, assisting in page design, conduction interviews and public relations.

Awards received, one best in nation and two honorable mention awards for public relations from the American Farm Bureau Federation, 1999 Glenn D. Dolence Leadership/Service Recognition Award and seven Missouri College Media Association awards.

Work History —

November 2005 - Present

Deputy Director of Communications - National Legal Aid & Defender Association
Serve as the primary media contact for the organization, answer reporters questions, arrange interviews with experts, prep experts prior to interviews, manage all aspects of the publication of the associations magazine, promote and organize association campaigns, write letters to the editor and op-eds for placement in major news organizations - placements have included the New York Times, New Orleans Times-Picayune and Washington Post

May 2004 - November 2005

Managing Editor/Advertising Manager — American Correctional Association Supervised a staff that was responsible for producing conference program books, promotional brochures, information pamphlets and departmental reports. Also, supervised all incoming advertising for the association's various publications, which required direct communication with advertisers regarding contracts, materials and payments.

December 2003 - February 2004

Advisor — Grow Sales, Inc. Writing communications and designing publications for clients while advising them on public relations and marketing plans. Writing and editing Web site content. Was let go due to financial difficulties at the firm.

June 2002 - December 2003

Communications Manager — Arizona Farm Bureau Federation — Writing for, editing, taking pictures for and designing the organization's four publications. Talking to representatives of the press. Writing, editing and updating Web site content. Writing and sending out press releases. Writing for and designing special projects. Writing speech scripts for the annual convention.

June 2000 - June 2002

Staff Writer — West Valley View — Reported on the city of Avondale, Ariz., covered city council, city management, citizens and public affairs. Also covered county and state politics — including interviewing Arizona's governor and U.S. congressmen.

December 1999 - June 2000

Page Builder — The Joplin Globe Publishing Company — Designed broadsheet newspaper pages using QuarkXPress. Edited copy, wrote headlines and cutlines, coordinated with rest of newsroom staff on placement of news stories and photographs.

September 1996 – October 1999

Sales Associate — Sears Roebuck and Co — In full commission area, achieved second highest sales of all part time employees in the store for the 1997 and 1998 years. Duties included sales, sales support, supervision of new associates and replenishment. Received nominations for customer service awards.